

.04 Other OST Responsibilities

REVISION 16
(04/01/11 - 06/30/11)

In addition to the functions listed in [OST responsibilities \(sop\)](#), the following OST functions are assigned by the responsible supervisor:

- Assign changes in [ACTS](#).
- Complete Change Report (FA-412) forms for reported changes and immediately route for distribution.
- Key address changes or corrections in AZTECS.
- Comply with security procedures for [EBT](#) and [PAAR](#) Fund.
- Complete and assist participants in the EBT process.
- Complete the [AFIP Process](#).
- Complete the [application process](#).
- Monitor the One-e-App system to assign, register, and transfer [Health-e-Arizona](#) applications.
- Key and delete caseload changes or Locator Codes on CARC.
- Assist in the [Child Care FAXed Application](#) Process.
- Batch, route, and FAX outgoing forms, which include but are not limited to, the following:
 - Request for Verification of Birth and Death (See [Verification Birth and Death](#))
 - AHCCCS [AFPU](#) process
 - Sort and distribute data reports
 - Files searches
 - General Correspondences
 - Participant benefit history requests
 - Typing
- Backup other OST staff as necessary.